

Bette Stephenson, M.D., Minister
K. Fisher, Deputy Minister

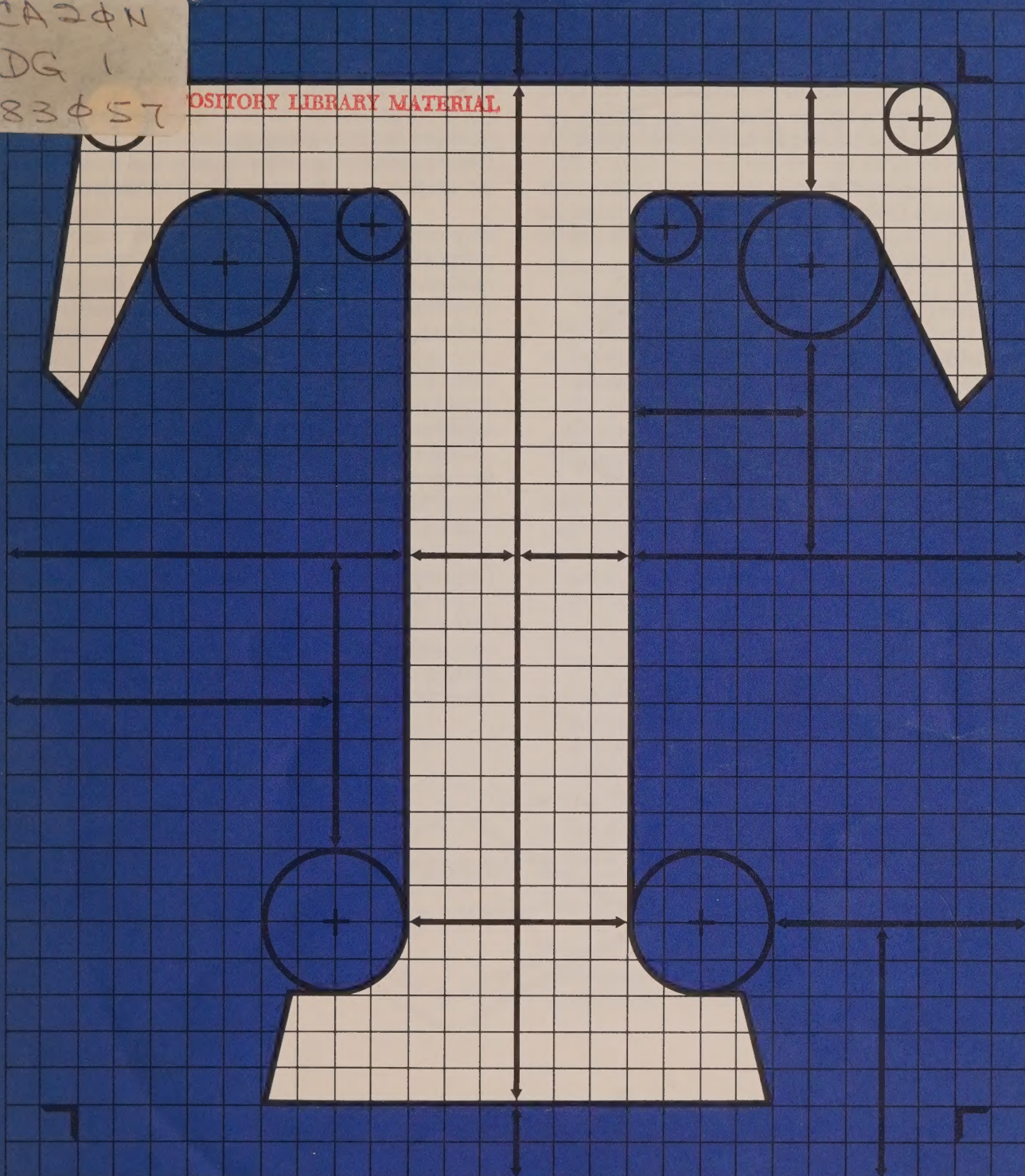


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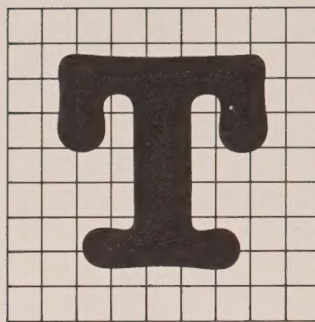
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ONTARIO TRAINING INCENTIVE PROGRAM



Training in Ontario



ONTARIO TRAINING INCENTIVE PROGRAM

Introduction

Training programs are an investment in your company's future. They are an investment that pays dividends for the trainee and the province, as well as for your company. If you are prepared to provide training, the federal and Ontario governments are prepared to share the cost of training with you and provide annual bonuses of \$1000.

The Ontario Training Incentive Program (OTIP) supplements federal training support programs with additional incentives when the training takes place in your workplace.

This brochure outlines how OTIP and federal training support programs can work together to work for you. If, after you've read this brochure, you have further questions or want to take advantage of OTIP, please contact your local college of applied arts and technology (see the list on pages 10-12).

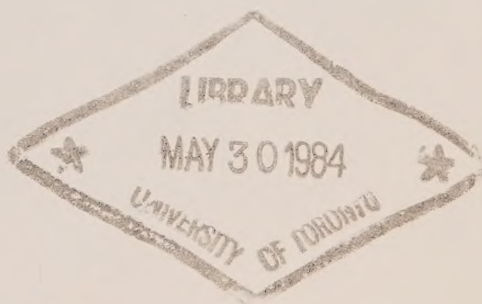
What Is OTIP?

The Ontario Training Incentive Program (OTIP) was created by the Ontario government to encourage employers to invest in their human resources. It provides incentives for employers who train their employees.

OTIP complements federal training support programs – the General Industrial Training (GIT) and the Critical Trades Skill Training (CTST) programs – to provide employers with an integrated training support package.

OTIP is funded by the Ontario Board of Industrial Leadership and Development (BILD) and is administered by Ontario's twenty-two colleges of applied arts and technology. GIT and CTST are funded by the Canada Employment and Immigration Commission (CEIC) and are delivered by more than eighty Canada Employment Centres (CECs) throughout Ontario.

OTIP has two components – a short-term component and a long-term component. The details of each component are outlined in the next section of this brochure.



Which Occupations Does OTIP Cover?

The long-term OTIP supports training in selected critical occupations. The short-term OTIP provides funding in a broader range of occupations.

Long-term. Training may be supported under the long-term OTIP in occupations that have been selected on the basis of potential demand and that qualify for federal funding under the Critical Trades Skill Training (CTST) program. For additional information on these occupations, contact your local Canada Employment Centre or the OTIP co-ordinator at your college of applied arts and technology.

Short-term. All occupations accepted for funding under the General Industrial Training (GIT) program are eligible for the short-term OTIP, as are all occupations eligible for upgrading under the Critical Trades Skill Training (CTST) program.

Which Employers Are Eligible to Participate in OTIP?

Employers must meet the following conditions to be eligible to participate in either the long-term or short-term OTIP.

- The company must be either a private-sector enterprise or a profit-centred Crown corporation.
- The company must have been in business at least one year before entering into an OTIP agreement.
- The hiring of new employees must not result in the dismissal, lay-off, or reduction in the regular hours of work of existing employees.
- Trainees must be paid at least the appropriate minimum wage under the Employment Standards Act during the training period.
- The terms and conditions of any collective bargaining agreement must be honoured.
- Federal, provincial, and municipal governments may participate in OTIP only if they are training "special needs" clients and must have a federal GIT or CTST contract.

For the long-term OTIP, priority will be given to employers that are affiliated with a community industrial training committee (CITC). The OTIP co-ordinator at your local college can help you contact your CITC.

For the short-term OTIP, a federal training agreement must be in place before you enter into an OTIP agreement.

Who Is Eligible to Receive Training Under OTIP?

Trainees under OTIP must meet the following conditions:

- They may not be a direct relative (spouse, parent, child, brother, or sister) of the employer or of any director or officer of the company.
- They must live and be legally entitled to work in Canada. In addition, to participate in the long-term OTIP, trainees must be either unemployed or have been laid off prior to the date of the OTIP agreement or be already employed but not participating in a training program.

To participate in the short-term OTIP, trainees must be unemployed or have been laid off. If you are rehiring an employee you previously laid off, the lay-off must have taken place at least three months before the effective date of the OTIP agreement.

How Does the Short-Term OTIP Work?

Under the short-term OTIP, a bonus of \$1000 will be provided to you – the employer – if you hire and train an unemployed or laid-off worker in one of about four hundred occupations that are eligible for support under GIT or under the upgrading provisions of CTST.

In order to be eligible to participate in the short-term OTIP, you must first have a contract with the Canada Employment and Immigration Commission to receive support under GIT or for upgrading under CTST.

GIT may provide you with 50 per cent of the trainee's wages* for a maximum of fifty-two weeks during the first year of training. A training program under GIT must last at least two weeks.

Similarly, upgrading under CTST may provide you with 50 per cent of the trainee's wages* for a maximum of fifty-two weeks during the first year of the training program. A training program under the upgrading provisions of CTST must be between 2 and 104 weeks in duration.

In addition to the federal support, OTIP will provide you – the employer – with a \$1000 bonus when the trainee completes twelve continuous months of employment.

*Wage subsidies of more than 50 per cent may be provided to employers training persons with special needs.

How Does the Long-Term OTIP Work?

An employer participating in the long-term OTIP will enter into an agreement with the province to train individuals in one of the occupations eligible for CTST funding. Training programs must last at least 104 weeks but can continue for up to four years, depending on the occupation.

You may either hire and train someone who is unemployed or who has been laid off or train someone who is already employed by your company but not involved in a training program.

During a four-year training program, for instance, your CTST agreement will provide you with federal support – 50 per cent of the trainee's wages for up to 1600 hours (or about forty weeks) during each of the first and second years of training. You will also receive \$1000 at the end of each of the third and fourth years of training. (Employers who do not receive CTST support will receive \$1000 at the end of each year of training.) Trainees also receive \$1000 from the Ontario government at the end of each year of completed training.

The \$1000 bonuses will be paid only if a full year of training and a full year of employment are completed. The only exception is the last year of a training program. In the final year, a minimum of eight months' training is required in order for the trainee and the employer to qualify for the full year's bonus. But the trainee must still work twelve months during the last year of the training program.

In addition to the \$1000 bonuses, you, as an employer, may be eligible to receive a ten-week familiarization grant, if you hire and train a new employee. During the ten weeks, the trainee has the opportunity to become familiar with your company and the occupation in which he/she is being trained. During the same period, you have a chance to assess the trainee. The long-term OTIP will provide you with \$100 a week for up to ten weeks during this familiarization period, which is not considered part of the training period. The incentive is provided in addition to the annual incentives.

An integral part of many workplace-centred training programs is in-school instruction. The CTST program provides for related training at a college of applied arts and technology; however, if CTST cannot provide in-school training, it may be provided under the long-term OTIP.

Most long-term OTIP training programs include three in-school periods of forty days each. This in-school training is valued at about \$1200 a year or about \$3600. While in-school training is generally offered at a college of applied arts and technology, it may be offered in the workplace.

The following is a year-by-year summary of how the long-term OTIP works in conjunction with federal programs:

Year 1. You receive federal CTST support (50 per cent of the trainee's wages). If you consider it necessary, the trainee attends college for up to forty days. The trainee receives \$1000 at the end of the first year of training.

Year 2. Same as Year 1.

Year 3. Both you and the trainee receive a \$1000 bonus from OTIP at the end of the third year; in-school instruction is provided, if required. You will not receive CTST support during the third or fourth year.

Year 4. If a minimum of eight months of training is provided and if the trainee is still with your company at the end of the year, both you and the trainee receive a \$1000 bonus.

How Do You Apply for OTIP?

If you decide to participate in either the long-term or short-term OTIP, here are the steps you should follow:

1. Contact your local Canada Employment Centre (CEC). Tell the CEC that you are an employer interested in receiving support from the General Industrial Training (GIT) or the Critical Trades Skill Training (CTST) program. Indicate as well that you intend to apply for OTIP support. CECs are listed in the blue pages of your telephone book under "Government of Canada, Employment and Immigration Canada".
2. Contact the OTIP co-ordinator at your local college of applied arts and technology. Indicate that you have contacted the CEC. The OTIP co-ordinator will meet with you to ensure that you understand the terms and conditions of OTIP. He/she will help you complete a simple form and will prepare a training plan for you and your trainee. (For a list of colleges of applied arts and technology, see pages 10-12.)
3. After the training plan is prepared, contact your local CEC and arrange to sign a GIT or CTST contract.
4. Contact your local college in order to sign an OTIP contract.

Some Additional Questions

Here are some commonly asked questions about OTIP and their answers:

- Q.** Do I have to pay the trainee while he/she is training under OTIP?
- A.** Yes. At least the minimum wage established under the Employment Standards Act must be paid.
- Q.** What happens if there is a lay-off or a legal work stoppage during a training program?
- A.** If a lay-off or legal work stoppage occurs, short-term and long-term OTIP agreements are considered to be suspended, but they may continue when regular employment resumes. Short-term OTIP agreements will be automatically terminated unless the trainee leaves your employment to participate in the in-college portion of an apprenticeship program.
- Q.** If I already have a CTST or GIT contract, do I have to sign another agreement in order to receive OTIP support?
- A.** Yes. A separate OTIP agreement must be signed. You must have signed a training agreement with the Canada Employment and Immigration Commission in order to receive short-term OTIP support.
- Q.** May I participate in the short-term OTIP by training someone who is already with my company?
- A.** No. A participant in the short-term OTIP must have been either unemployed or laid off.
- Q.** How will I receive the OTIP bonuses?
- A.** On the anniversary date of the OTIP agreement, the OTIP co-ordinator at the college verifies that training has been completed and that the trainee has worked for twelve months of consecutive employment. The OTIP co-ordinator completes a claim form and submits the form to the Ministry of Colleges and Universities. The ministry will then mail out the appropriate cheques.
- Q.** Can the training take place outside Ontario?
- A.** No. Trainees must be employed and trained in Ontario.
- Q.** May I sign an OTIP agreement for training that started, for instance, in July 1983?
- A.** No. An OTIP agreement may not be signed for training that began before September 19, 1983 – the day OTIP started.

Occupations Eligible for OTIP

Long-Term

- **Chemical process operator:** unit and batching
- **Draftsman/draftswoman:** architectural, civil, electrical, electronic, marine, mechanical, general, process piping
- **Electronic repairperson:** electronic and automated processing equipment
- **Industrial electrician**
- **Industrial maintenance mechanic (millwright)**
- **Instrument repairperson:** aircraft instrument mechanic and instrument mechanic/ utilities
- **Systems analyst and programmer:** systems analyst, engineering; systems analyst, business; programmer, scientific or engineering applications; numerical tool programmer
- The occupations listed below, designated by the staff of colleges of applied arts and technology in accordance with documented local demand:
 - **Aircraft mechanic**
Confederation College
 - **Construction electrician**
George Brown College
 - **Electronic engineering technician**
Centennial College
 - **Electronic engineering technologist**
Algonquin College

- General machinist

Conestoga College
Durham College
Fanshawe College
Georgian College
Humber College
Lambton College
Loyalist College
Mohawk College
Niagara College
Sault College
Senaca College
Sheridan College

- Heavy-duty equipment mechanic

Cambrian College
Canadore College
Northern College

- Mould-maker

St. Clair College

- Tool and die maker

Sir Sandford Fleming College

- Welder fitter

St. Lawrence College, Brockville
St. Lawrence College, Cornwall
St. Lawrence College, Kingston

Short-Term

All occupations eligible for federal funding under GIT or upgrading under CTST.

Additional Information

The following publications are available from the regional offices of the Skills Development Division of the Ministry of Colleges and Universities:

- **Employer's Guide.** This guide to federal and provincial training programs offered in Ontario was produced in conjunction with the Canada Employment and Immigration Commission (Ontario Region).
- **Apprenticeship.** This publication describes all of the occupations regulated under the Apprenticeship and Tradesmen's Qualification Act and contains separate introductions for employers and would-be apprentices.
- **Ontario Career Action Program.** This publication describes the Ontario Career Action Program, which assists young people to begin their chosen career.
- **Training in Business and Industry.** This description of the Training in Business and Industry (TBI) program emphasizes training in advanced technology occupations. It was produced in conjunction with the Ministry of Industry and Trade.
- **Skills.** This quarterly newsletter describes changes in provincial policies and programs, as well as the activities of community industrial training committees (CITCs).
- **Instructor's Handbook.** This publication provides practical advice on ways to improve training programs conducted in the workplace. It was produced in conjunction with the Canada Employment and Immigration Commission (Ontario Region).
- **Horizons.** This comprehensive guide to post-secondary education in Ontario includes colleges of applied arts and technology, universities, and other post-secondary institutions.

Colleges and OTIP Co-ordinators

Algonquin College of Applied Arts and Technology

200 Eglin Street, Suite 902
Ottawa, Ontario
K2P 1L5
(613) 238-6345

Cambrian College of Applied Arts and Technology

1400 Barrydowne Road
Sudbury, Ontario
P3A 3V8
(705) 566-8101

Canadore College of Applied Arts and Technology

1300 Gormanville Road
P.O. Box 5001
North Bay, Ontario
P1B 8K9
(705) 474-7600 (x2386)

Centennial College of Applied Arts and Technology

P.O. Box 631, Station "A"
Scarborough, Ontario
M1K 5E9
(416) 694-3241 (x317)

Conestoga College of Applied Arts and Technology

299 Doon Valley Drive
Kitchener, Ontario
N2G 4M4
(519) 653-2511 (x225)

Confederation College of Applied Arts and Technology

Corner of Williams and Edward Streets
P.O. Box 398, Station "F"
Thunder Bay, Ontario
P7C 4W1
(807) 475-6197

Durham College of Applied Arts and Technology

Simcoe Street North
P.O. Box 385
Oshawa, Ontario
L1H 7L7
(416) 576-0210

Fanshawe College of Applied Arts and Technology

1460 Oxford Street East
P.O. Box 4005, Terminal "C"
London, Ontario
N5W 5H1
(519) 452-4469

George Brown College of Applied Arts and Technology

St. James Campus
258 Adelaide Street East
Toronto, Ontario
M7Z 1M4
(416) 967-1212 (x313)

Georgian College of Applied Arts and Technology

1 Georgian Drive
Barrie, Ontario
L4M 3X9
(705) 728-1951 (x200)

Humber College of Applied Arts and Technology

205 Humber College Boulevard
P.O. Box 1900
Rexdale, Ontario
M9W 5L7
(416) 675-3111

Lambton College of Applied Arts and Technology

1457 London Road
P.O. Box 969
Sarnia, Ontario
N7T 7K4
(519) 542-7751

Loyalist College of Applied Arts and Technology

Wallbridge-Loyalist Road
P.O. Box 4200
Belleville, Ontario
K8N 5B9
(613) 962-9501 (x278)

Mohawk College of Applied Arts and Technology

135 Fennell Avenue West
P.O. Box 2034
Hamilton, Ontario
L8N 3T2
(416) 389-4461 (x280)

Niagara College of Applied Arts and Technology

Woodlawn Road
P.O. Box 1005
Welland, Ontario
L3B 5S2
(416) 735-2211

Northern College of Applied Arts and Technology

Highway 101 East
P.O. Box 2002
South Porcupine, Ontario
P0N 1H0
(705) 235-3211 (x125)

St. Clair College of Applied Arts and Technology

1291 Ouellette Avenue
Windsor, Ontario
N8X 1J3
(519) 966-1656 (x371)

St. Lawrence College of Applied Arts and Technology

2288 Parkedale Avenue
Brockville, Ontario
K6V 3H1
(613) 345-0660 (x245)

St. Lawrence College of Applied Arts and Technology

Windmill Point
Cornwall, Ontario
K6H 4Z1
(613) 933-6080

St. Lawrence College of Applied Arts and Technology

Portsmouth Avenue
Kingston, Ontario
K7L 5A6
(613) 544-5400

Sault College of Applied Arts and Technology

443 Northern Avenue
P.O. Box 60
Sault Ste. Marie, Ontario
P6A 5L3
(705) 949-2050

Seneca College of Applied Arts and Technology

1000 Finch Avenue West
Downsview, Ontario
M3J 2V5
(416) 491-5050 (x466)

Sheridan College of Applied Arts and Technology

8027 Dixie Road
Brampton, Ontario
L6T 3V1
(416) 793-6815

Sir Sanford Fleming College of Applied Arts and Technology

McDonnell Campus
Peterborough, Ontario
K9J 7B1
(705) 743-5620